



CANNON BUILDING  
861 SILVER LAKE BLVD., SUITE 203  
DOVER, DELAWARE 19904-2467

STATE OF DELAWARE  
**DEPARTMENT OF STATE**

DIVISION OF PROFESSIONAL REGULATION

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<b>PUBLIC MEETING NOTICE:</b>	<b>REAL ESTATE EDUCATION COMMITTEE</b>
<b>MEETING DATE AND TIME:</b>	<b>Thursday September 3, 2009 at 9:00 a.m.</b>
<b>PLACE:</b>	<b>Division of Professional Regulation</b> 861 Silver Lake Boulevard, Cannon Building <b>Second Floor Conference Room A</b> Dover, Delaware

**AGENDA**

- 1.0 Call to Order
- 2.0 Review and Approval of Minutes
  - 2.1 Meeting Minutes – August 6, 2009
- 3.0 Unfinished Business
  - 3.1 Discussion Regarding Annual Seminar Attendance
- 4.0 New Business
  - 4.1 Review of Letters of Intent and Course Evaluations
  - 4.2 Review of Course Provider Applications
    - 4.2.1 Course Provider: Kent County Association of REALTORS
      - 4.2.1.1 Course Title: New Agency Law
      - Credit Hours: 3
    - 4.2.2 Course Provider: Sussex County Association of REALTORS
      - 4.2.2.1 Course Title: ePro – National Association of REALTORS online course
      - Credit Hours: 9
    - 4.2.3 Course Provider: Jack Lingo, Inc., REALTOR
      - 4.2.3.1 Course Title: DE Uniform Common Interest Ownership Act & Amend to Unit Property Act
      - Credit Hours: 3
    - 4.2.4 Course Provider: McKissock, LP
      - 4.2.4.1 Course Title: Real Estate Ethics and Communication
      - Credit Hours: 3
      - 4.2.4.2 Course Title: Safety Precautions for Real Estate Professionals
      - Credit Hours: 3
      - 4.2.4.3 Course Title: Closing Procedures and Settlement Costs

	Credit Hours:	6
<u>4.2.5 Course Provider: The Frederick Academy of Real Estate</u>		
4.2.5.1	Course Title:	Real Estate Concepts
	Credit Hours:	3
4.2.5.2	Course Title:	6-Hour Mandatory Continuing Education Course for the Delaware Broker License
	Credit Hours:	6
4.2.5.3	Course Title:	The Anatomy of a House – Condensed Version
	Credit Hours:	3
4.2.5.4	Course Title:	The Anatomy of a House
	Credit Hours:	6
<u>4.2.6 Course Provider: Cape School, Inc.</u>		
4.2.6.1	Course Title:	Commercial Real Estate – Acquiring and Selling the Investment
	Credit Hours:	8
4.2.6.2	Course Title:	Understanding Short Sales
	Credit Hours:	4
4.2.6.3	Course Title:	Real Estate Fraud
	Credit Hours:	6
4.2.6.4	Course Title:	Real Estate Finance
	Credit Hours:	8
4.2.6.5	Course Title:	Environmental Hazards – What Every Professional Should Know
	Credit Hours:	6
4.2.6.6	Course Title:	Cultural Diversity and Real Estate Brokerage
	Credit Hours:	3
4.2.6.7	Course Title:	Commercial Real Estate - Economics, Marketing, Contracts & Risk
	Credit Hours:	8
4.2.6.8	Course Title:	Commercial Real Estate – Developing, Building & Management of Investment
	Credit Hours:	8
<u>4.2.7 Course Provider: New Castle County Board of Realtors</u>		
4.2.7.1	Course Title:	NCCBOR 99 Hour Pre-Licensing Course
	Credit Hours:	99
4.2.7.2	Course Title:	Short Sales and Foreclosures
	Credit Hours:	3
4.2.7.3	Course Title:	The Competitive Edge
	Credit Hours:	1
4.2.7.4	Course Title:	Legislative Issues
	Credit Hours:	3
<u>4.2.8 Course Provider: TriState REALTORS Commercial Alliance Commercial RE School</u>		
4.2.8.1	Course Title:	Advanced Like Kind Exchanges of Property: Creative Planning Techniques
	Credit Hours:	3
4.2.8.2	Course Title:	Advanced Real Estate Investment Analysis
	Credit Hours:	3
<u>4.2.9 Course Provider: Delaware Association of REALTORS</u>		
4.2.9.1	Course Title:	Social Media for Real Estate
	Credit Hours:	3

4.3 Review of Instructor Applications  
 4.3.1 Carol Bunting

- 4.3.2      Pre-Licensing Course: Real Estate Mathematics  
Douglas Smith  
Continuing Education: Salesperson Core Course/Professional Enhancement:  
The Competitive Edge
  - 4.3.3      Barbara Brodoway  
Continuing Education: Legislative Update/Salesperson Core Course/  
Professional Enhancement: DE vs. PA Transactions/Disclosures/Hot  
Topics in Real Estate/New Agency Law/Quirks in Real Estate/Risk  
Management/Short Sales & Foreclosures/Understanding the Agreement  
of Sale/DE Uniform Common Interest Ownership Act  
Pre-Licensing: Real Estate Law
  - 4.3.4      Jane Patchell  
Continuing Education: Salesperson Core Course/Broker Core Course  
Pre-Licensing: Orientation/Real Estate Sales/Real Estate Law/Real Estate  
Mathematics  
Broker's Core: Real Estate Documents/Valuing Real Property/Financing/Legal  
and Governmental Aspects of Real Estate
  - 4.3.5      Ann Riley  
Continuing Education: Mortgage Financing
  - 4.3.6      Albert Hughes  
Continuing Education: Professional Enhancement: Supply Demand  
Analysis/Financial Analysis/Statistics and Real Estate
  - 4.3.7      Rishy Mehrotra  
Continuing Education: Professional Enhancement: Real Estate Finance/Real  
Estate Capital Markets  
Broker's Course: Financing/Real Estate Investment
  - 4.3.8      Richard Heller  
Continuing Education: Professional Enhancement: Advanced Real Estate Tax  
Deferred Exchanges
  - 4.3.9      Diane Guercio  
Continuing Education: Professional Enhancement: Social Media Marketing for  
RE Industry
- 4.4    Review Student Requests for Approval of Educational Activity
  - 4.4.1      Student Name: Terri Cooke  
Activity Title: Introduction to Environmental Issues  
Credit Hours: 9
  - 4.4.2      Student Name: Terri Cooke  
Activity Title: Business Relocation  
Credit Hours: 9
  - 4.4.3      Student Name: Brittany Danahy  
Activity Title: CCIM 104: Investment Analysis for Commercial Investment Real Estate  
Credit Hours: 9
- 4.5    Discussion Regarding 2008 Compliance Audit – Vincent White
- 4.6    CE Audit Review
- 5.0    Correspondence

6.0 Other Business before the Committee (for discussion only)

7.0 Public Comment

8.0 Next Meeting – October 1, 2009

9.0 Adjournment

**Please Take Note:** To assure consideration of an application at a meeting, the Board office must receive all of these items no later than 4:30 p.m. ten full working days before the meeting date:

- Completed, signed and notarized application form,
- Fee payment, and
- All required documentation.

A final amended agenda will be published to reflect any items received after the original agenda is posted.

Unforeseen circumstances may result in a meeting being cancelled due to a lack of quorum.

Pursuant to 29 Delaware Code, Section 10004(e)(2), the Board shall pre-announce or pre-publish all Executive Sessions; however, such agenda shall be subject to change to include additional items including Executive Sessions which arise at the time of the body's meeting.

**MEMBERS: PLEASE CALL THE BOARD OFFICE AT 302-744-4500 OR EMAIL [customerservice.dpr@state.de.us](mailto:customerservice.dpr@state.de.us) IMMEDIATELY IF YOU CANNOT ATTEND THE MEETING. THANK YOU.**